

SUPPORTING STATEMENT FOR THE JACOB K. JAVITS FELLOWSHIP PROGRAM INFORMATION COLLECTION

A. JUSTIFICATION

This is a request for the approval of an annual performance report for the Jacob K. Javits Fellowship Program.

Section 701 (a) of the Higher Education Act of 1965, as amended, authorizes the Secretary to award fellowships for graduate study in the arts, humanities, and social sciences to students of superior ability on the basis of demonstrated achievement, financial need, and exceptional promise. The U.S. Department of Education has administered the Jacob K. Javits Fellowship Program since 1986.

The regulations governing the Jacob K. Javits Fellowship Program are in 34 CFR Part 650. Included with this submission are the regulations revised January 20, 1999, which amend Part 650—Jacob K. Javits Fellowship Program sections 650.1, 650.2, 650.3, 650.4, 650.5, 650.10, 650.20, 650.30, 650.31, 650.32, 650.33, 650.34, 650.35, 650.36, 650.37, 650.40, 650.41, 650.42, 650.43, 650.44.

1. Performance Reports: Statutory and Regulatory Information

The Education Department General Administrative Regulations (EDGAR) require grantees to submit performance reports annually [see 34 CFR Part 74, Section 74.51, 34 CFR Part 75, Section 75.118, 75.720 (a) and 75.720 (b)].

An annual Report of Financial Need and Certification for the Jacob K. Javits Fellowship Program is currently submitted to the Program Officer for each budget period of the four-year grant cycle for the Jacob K. Javits Fellowship Program by each institution.

The Javits award is a four-year fellowship; renewal for each fellow is dependent on continued academic progress as determined by the institution. In addition, the stipend portion of the fellowship is determined by the individual fellow's financial need, and must be reassessed each year. In order to make new and non-competing continuation awards for Javits fellows, institutions of higher education (IHEs) currently certify the academic progress of each fellow, and report on the fellow's financial need.

The current Report of Financial Need and Certification for the Jacob K. Javits Fellowship Program (OMB No. 40-1304) will not expire until February 29, 2001, however Program Staff do not think the current form provides enough information to accurately track a fellow's progress. Without better information collection on the performance and progress of Javits fellows, it is difficult to measure the success of the Program or to develop useful technical assistance methods for grantees.

The information to be requested on the Javits fellows is in response to both congressional inquiries and the need for data to be collected for the Program's performance indicator, in compliance with the Government Performance and Results Act.

2. The Performance Reports will be reviewed by Program Officers to ensure compliance with program requirements and to ensure the completion of grant funding activities. The Jacob K. Javits Fellowship Program Officers will use the information review process for the purposes of making grant continuation awards.

The proposed data to be collected on Javits fellows will be used for tracking ~~grantee~~ performance and developing technical assistance for institutions.
fellowship

3. The proposed information collection instrument will be used for the Fiscal Year (FY) 2000 report cycle to collect information. FY 2000 will be the last grant cycle where the reports will be collected through paper submissions. The Jacob K. Javits Fellowship Program will begin using electronic submissions beginning with the FY 2001 reporting cycle. Therefore, there are no provisions in the information collection reinstatement for the use of automated or electronic submission of responses.

Javits Program Staff is currently developing the electronic performance data collection instrument. The electronic collection instrument will be identical to the proposed Performance Report for the Jacob K. Javits Fellowship Program, but it will be electronically submitted to the grantees and will allow for the electronic submission of their responses.

4. The collection and use of this information has no known duplication within the U.S. Department of Education or any other government entity. The proposed data to be collected on Javits fellows is only pertinent to the Jacob K. Javits Fellowship Program.
5. The collection of this information has no impact on small businesses or other small entities.
6. As the grants awarded under this Program are awarded on an annual basis, data must be collected for each new funding cycle. The Program Officer must be able to ensure that grantees are in compliance with program regulations.
7. This information collection does not include any special circumstances.

8. The decision to expand the information collected on Javits fellows is primarily based on requests from the field. Requests for more data on Javits fellows have come from students, grantees, Javits fellows, professional associations and Members of Congress. The collection attached reflect the comments and requests of these groups, as well as clarifications based on questions to Program Staff over the past year.

The information to be collected will also give the Program Staff the data needed to accurately address the Program's performance indicator, in compliance with the Government Performance and Results Act.

9. No payment or gifts are provided to respondents.
10. The proposed data to be collected through the Progress Report Form will be bound by the Privacy Act to maintain confidentiality, because the reports contain information regarding the individuals. Any collected data made public will only be presented in aggregate.
11. No questions of a sensitive nature are asked in this report.
12. Hour burden of the collection of information.

Respondent Type	Number of Respondents	Frequency of Responses	Hours	Total Burden Hours
IHE	115	Annual	6	690
Totals:	115		6	690

The burden of individual respondents is estimated at an average of 6 hours for each IHE. These estimates are based on input from current respondents.

Estimated total annual cost to respondents.

Respondent Type	Number of Respondents	Frequency of Responses	Hours	Total Burden Hours	Wage	Total Cost
IHE	115	Annual	6	690	\$20/hour	\$13,800
Totals:	115		6	690		\$13,800

13. The only other costs would have been for the customary and usual business practices.

14. Estimated annualized cost to the Federal government.

Task	Cost	Hours	Number	Hours Total	Total Cost to USG
Securing OMB Approval (every 3 years)	\$25/hr	55		55	\$1,375.00
Reports Design (every 3 years)	\$25/hr	5		5	\$125.00
Printing Of Report Forms	\$1 each		115		\$115.00
Mailing Of Report Forms	.50 each		115		\$57.50
Logging In and Review Of Forms by Staff	\$25/hr	2 each	115	230	\$5,750.00
Data Entry for Reports by Staff	\$25/hr	1 each	115	115	\$2,875.00
Preparation of Funding Recommendation by Staff	\$25/hr	.5 each	115	57.5	\$1,437.50
CGS to Issue Funds	\$20/hr	1 each	115	115	\$2,300.00
Annual Monitoring and Technical Assistance	\$25/hr	200		200	\$5,000.00
Totals:					\$19,035.00

15. There are no program changes or adjustments, as this is a new submission.

16. The U.S. Department of Education does not plan to publish any information from this collection.

17. The U.S. Department of Education will display the expiration date for the OMB approval for this data collection.

18. No exceptions are being requested for this information collection.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Collection does not employ statistical methods.